

Exercises

1- Choose the correct answer:

1. Email is a.....

A- manual communication system

B- digital communication system

C- direct communication system

D- virus system

2. Through email, you can.....

A- delete files

B- use cloud computing applications

C- install programs

D- print files

3. One of the most important uses of email is.....

A- scan papers

B- to share information

C- cyberbullying

D- delete files on your device

4. One of the advantages of using email is.....

A- speed in sending and receiving messages very quickly

B- spam

C- fraud

D- viruses

5. Email is considered.....

A- one of the direct communication tools

B- one of the indirect communication tools

C- manual communication system

D- text file

6. One of the disadvantages of using email is.....

A- Speed

B- Cost

C- Ease

D- Hacking

7. From email service providers.....

A- Gmail

B- Paint

C- Google Docs

D- YouTube

8. To get one of the Gmail services, you must create.....

A- Text file

B- "Google Account

C- Presentation file

D- "Google Meet

9. To log out of your Gmail account, click on.... the icon.

A- Sign in

B- Sign out

C- Shutdown

D- Close

10. You can change the interface language in Gmail from settings icon, then.....

a. Trash folder b. Inbox c. General menu d. Profile picture

11. is the name of the email server that hosts the email account

a. User name b. Domain name c. Address d. Password

12. Signing out of Gmail is done by clicking on

a. Inbox icon b. Settings icon c. Profile picture icon d. Compose button

13. There are many free email providers available such as.....

a. Gmail b. Yahoo Email c. Hotmail/Outlook d. All of them

14. The user name in an email address is.....

a. determining the user's nationality
b. to delete email messages c. used to remove the email account
d. a unique and distinctive name that is not reserved by anyone else

15 .The symbol @ in an email address.....

a. separates the user name from the domain name
b. is used to send and receive email messages
c. is used to create email messages
d. is an optional and non-essential symbol

16. Which of the following is considered a correct email address?

a. Amira22_2@gmail.com b. Yasso@memo
c. Amora142_4\$gmail.com d. Zeen30#gmail.com

17. is one of the advantages of using email.

a. Speed in sending and receiving messages b. High cost
c. Spam d. Informal communication tools

18 .The importance of using the Gmail service is to.....

a. not allow us to communicate with others
b. communicate with government agencies only
c. access to many Google services d. have difficulty in sending files

19- Cloud computing is known as a model for providing.....

A- Presentations

B- Digital services over the Internet

C- Google Docs

D- Google Classroom

20 -The computer storage service is.....

A- Storing files and folders locally on the computer

B- Storing files and folders over the Internet

C- Sharing and exchanging files

D- Google Classroom

21 -The software and application service over the Internet is known as.....

A- Enabling the use of software and applications over the Internet.

B- Enabling the use of software and applications without the Internet.

C- Sharing and exchanging files locally

D- Email service

22 -The service of sharing electronic resources via computing is known as.....

A- Computer storage

D- Email sharing

B- Sharing files and folders locally on the computer

C- Sharing and exchanging files with others over the Internet

23 -Communication is one of the areas of using cloud computing in daily life, and is done through.....

A- Email

B- Software and applications

C- Computer storage

D- Google Sheets

24- Services for storing, sharing and accessing files at any time and from anywhere are called.....

A-Email

B-Software and applications

C- Computing storage

D- Google Sheets

25-We use cloud word processing programs such as.....

A-Google Docs

B- Google Sheets

C- Google Classroom

D- Google Cloud Platform

26- We use cloud spreadsheets such as.....

A-Google Docs

B- Google Sheets

C- Google Classroom

D- Google Cloud Platform

27- We use cloud collaboration tools such as.....

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28-The most famous cloud computing service providers are.....

A-Google Docs

B- Google Sheets

C- Google Classroom

D- Google Cloud Platform

29- Examples of areas of using cloud computing applications in daily life include....

a. data backup b. communication c. both a and b d. none of them

30-..... is a model for providing digital services over the internet.

a. Cloud computing b. Domain name c. Sensor d. None of them

31- The first step in cloud data processing is.....

a. data storage b. data collection c. data management d. data access

32- Benefits of cloud computing include.....

a. ease of access b. availability of the service

c. reducing material costs d. all of them

33- Cloud data processing and storage occur in.....

a. personal computers b. cloud data centers

c. local devices d. internet browsers

34- Online shopping is an example of using cloud computing for.....

a. data processing b. entertainment c. e-commerce d. data storage

35- We useto transfer money and pay bills

a. online shopping b. Microsoft Teams

c. online banking d. video games

36-is one of the uses of cloud computing in the field of storage

a. Google Drive b. Word c. Excel d. Telegram

37..... .are the uses of cloud computing in the field of producing projects.

- a.** Word processing programs
- b.** Spreadsheets
- c.** Both (a) and (b)
- d.** Video games

38 .We use cloud computing in the field of education through.....

- a.** messaging services
- b.** online shopping
- c.** Google Classroom
- d.** banking services

39 .All the following are services provided by cloud computing in the field of entertainment except.....

- a.** watching YouTube
- b.** video games
- c.** printing documents
- d.** music services

40 .All the following are the steps of data processing and storage except.....

- a.** data collection
- b.** data transfer
- c.** data processing
- d.** data hacking

41-Google Meet" is.....

- A-** Audio-only service
- B-** Voice-only service
- C-** Storage service
- D-** Video conferencing service

42 -Through you can make calls, group video, share screens, and chat.

- A-** "Google Account
- B-** "Google Docs
- C-** "Google Meet
- D-** "Google Drive

43 -To access the "Google Meet" service, you must have.....

- A-** "Yahoo account
- B-** "Google account
- C-** Bank account
- D-** Electronic wallet

44 -The "Google Meet" application is considered one of the ways of..... communication.

- A-** Indirect
- B-** Direct
- C-** Slow
- D-** Difficult

45 -One of "Google Meet" Features is.....

- A-** Sharing screens
- B-** Talking at any time
- C-** Indirect communication
- D-** Slow communication for audio and video

46 -To express your opinion in an organized manner during a "Google Meet" meeting, you can click on.....

A- Meeting link

B- Hand icon

C- Talk at any time

D- Exit before the end of the meeting.

47 -One of general rules that must be followed during the meeting is.....

A- Talking at any time

B- Listening, hearing and turning off the microphone

C- Giving the meeting link to anyone

D- Leaving before the end of the meeting

48 -To invite others to a Google Meet meeting, you must send them.....

A- Meeting address

B- Meeting link

C- Meeting image

D- Your home address

49 -To create a meeting next week through Google Meet, you choose.....

A- Start an instant meeting

B- Meeting for a later time

C- Stop sharing the presentation

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A- Speak at any time

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D- Stop sharing the presentation.

52 -When you are invited to a meeting through a link, you must.....

A- Do not send the meeting link to others

B- Speak without permission

C- Send the meeting link to anyone

D- Leave the meeting

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A- Do not send the meeting link to others

B- Talk without permission.

C- "Stop sharing the presentation

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54 -During a "Google Meet" meeting, and to organize the meeting, when speaking, you must.....

A- Speak at any time

B- Raise your hand

C- Leave the meeting

D- Send the meeting link to others

55 -To help organize sessions, talk and intervene in an organized and smooth manner.....

A- Leave the meeting

B- Listen to the speaker

C- Speak at any time

D- Open the microphone

56 .Having is one of the conditions for using the Google Meet application.

a. smartphone

b. compute

C. Google Account

d. a specific program

57 .One of the advantages of using the Google Meet application is the ability to.....

a. make group calls

b. edit images

C. play games

d. delete file

58 .You share your screen with your colleagues during a Google Meet meeting by clicking on "..... ." icon.

a. Share Screen

b. Hand

C. Save

d. Copy

59 .You can stop sharing the presentation with your colleagues during a Google Meet meeting by clicking on.....

a. Stop sharing

b. Save link

C. Stop installation

d. Turn off the microphone

60 .Click on the "..... ." icon to ask to speak during the Google Meet meeting.

a. Hand

b. Camera

C. Microphone

d. Message

1are a collection of organized and related data and information.

a. Databases

b. Records

c. Documents and images

d. Numbers

61 .All of the following are advantages of using databases except.....

a. efficiency

b. accuracy

c. organization

d. difficulty in accessing data

62 ."Big Data" issets of data.

a. small

b. medium

c. tall

d. huge, organized and unorganized

63 .The "Data Table"

a. is an essential element in building databases

b. is a secondary element in building databases

d. consists of rows only

c. is an unnecessary element in building databases

64 .The correct way to save a Data Table in "Access" is by clicking on..... icon.

a. "New"

b. "Create"

c. "Start"

d. "Save"

65 .The correct way to enter and display "Data Table" in "Access" is through....."

a. Design View

b. Table design

c. Datasheet View

d. Screen View

66- A database is a collection of.....

a. books

b. data and information

c. images

d. applications

67-..... is one of the Office package programs that enables you to create a database.

a. Word

b. Paint

c. Access

d. PowerPoint

68- Databases are used in hospitals to store.....

a. books

b. patient's medical records

c. movies

d. clothes

69- You can use..... program in preparing your CV or writing reports.

a. Excel

b. Word

c. PowerPoint

d. Access

70- Which program is more suitable for handling large amounts of complex data?

a. Microsoft Word

b. Microsoft Excel

c. Microsoft Access

d. Notepad

71- Microsoft Access is part of the.....

a. Adobe Suite

b. video conferencing

c. Google Docs

d. Microsoft Office Suite

72- You can use databases in..... such as analyzing big data and extracting knowledge.

a. data analysis

b. data breach

c. data theft

d. data encryption

73- Big Data refers to.....

a. small data sets

b. simple data

c. very large and complex data sets

d. images and videos

74- The advantages of using databases include.....

- a. organization b. efficiency c. security d. all of them

75- A spreadsheet consists of.....

- a. rows and columns b. books and pages
c. text and images d. files and folders

76- The first step when creating a database in Microsoft Access is to.....

- a. open a spreadsheet b. create a new document
c. open the Access program d. write a report

77- A..... in a spreadsheet represents a specific field of data.

- a. row b. column c. line d. menu

78- The "ID" field in the "Students Grades" table is chosen as the Primary Key because.....

- a. it is the first field b. it stores the student's grade
c. it uniquely identifies each student d. it is a text field

79- To enter and view the table data, choose "View", then choose.....

- a. Datasheet View b. Design View c. Database Tools d. Degree View

21- The Table Design window in Access allows you to....

- a. save files b. write the fields names
c. print documents d. browse the web

80- To return to the design mode from "View", select....

- a. Home b. Datasheet View c. Primary Key d. Design View

81- Big Data is very large and diverse sets of..... data that continue to grow significantly over time.

- a. structured b. unstructured c. semi-structured d. all of them

82-The Primary Key in a database table is used to.....

- a. sort data alphabetically b. identify each record uniquely
c. store images d. generate reports

2- Put (✓) or (X):

1. Email is one of the cloud computing tools. ()
2. An email address consists of two main components: the user name and the domain name.()
3. Email is one of the direct communication tools.()
4. The symbol @ separates the user name from the domain name.()
5. The user name is located at the end of the email address.()
6. To create a Google Account, you need to provide your first name, last name, and username.()
7. Gmail, Yahoo Mail, and Hotmail/Outlook are examples of free email service providers.()
- 8 . In email, the user name can be repeated by anyone else.()
9. You must create a Google Account to access Gmail services.()
10. From disadvantages of using email is the high cost.()
11. Sending and receiving messages through email is very quickly.()
12. From advantages of using email to receive fraudulent messages.()
13. Email is free in most cases.()
14. Emails sent through Gmail are completely secure and cannot be hacked.()
15. It is necessary to check and confirm your email address when creating a Google Account.()
16. When setting an e-mail password, make sure it is easy to guess.()
17. In your Gmail, you can change the language into Arabic.()
18. A Google account allows access only to Gmail but not YouTube. ()

Cloud computing can be used in multiple fields such as education, health, and entertainment .()

19. Cloud computing works on processing data easily.()
20. You cannot collaborate and communicate with others using cloud computing.()
21. Google Drive and OneDrive are examples of cloud storage services.()
22. Cloud computing cannot be used for data backup.()

23. Google Docs and Microsoft Word Online are cloud-based word processing programs. ()
24. Cloud computing does not support e-learning platforms. ()
25. Video streaming services like YouTube are examples of cloud computing applications. ()
26. Cloud computing is not used in healthcare services ()
27. Google Classroom and Microsoft Teams are used for playing games with others . ()
28. Amazon Web Services, Microsoft Azure, and Google Cloud Platform are famous cloud computing service providers. ()
29. Google Sheets and Microsoft Excel Online are used to organize, analyze data, and create charts. ()
30. To obtain cloud computing services, create an account with a service provider. ()
31. Cloud computing is a model for providing digital services over the internet. ()
32. An internet connection is required to access cloud computing services. ()
33. Cloud storage services allow users to store files and folders online . ()
34. Cloud computing requires high-specification hardware to be accessed . ()
35. Cloud computing services can be accessed from anywhere with an internet connection. ()
36. Using cloud computing does not reduce material costs for users. ()
37. Gmail, Outlook, and Yahoo Mail are examples of cloud email services. ()
38. Social networking platforms like Facebook and Twitter do not use cloud computing. ()
39. The Google Meet application can be used to share files. ()
- 40 .The Google Meet service allows users to create collaborative projects. ()
- 41 .You can turn off the audio during a "Google Meet" meeting by clicking on "Turn off the microphone". ()
42. You can access a Google Meet meeting through the meeting link. ()
43. Google Meet is a video conferencing service developed by Google. ()
44. To access Google Meet, you must have a Microsoft account. ()
45. Google Meet allows users to make video calls and share screens in real time. ()

46. You can access Google Meet from a PC via the link <https://meet.google.com>. ()
47. The Google Meet app is available for download on iPhone via the Google Play Store. ()
48. To create a meeting in Google Meet, you must first click on the "Join meeting" button. ()
49. Google Meet provides an option to create a meeting for a later time. ()
50. When invited to a Google Meet session, you can join by clicking on the provided link. ()
51. It is acceptable to share the Google Meet link with others without asking the meeting owner's permission. ()
52. During a Google Meet meeting, participants should turn off their microphones when someone else is speaking. ()
53. You can send messages to participants during a Google Meet session using the "In-call messages" icon. ()
54. The first step to start an instant meeting on Google Meet is to send the meeting link to the participants. ()
55. Google Meet does not allow users to share their screens during a meeting. ()
56. The "Stop sharing" option in Google Meet is used to end the screen sharing during a meeting. ()
57. Raising your hand in a Google Meet session helps organize the discussion and ensures smooth communication. ()
58. Meetings on Google Meet require participants to be in the same location to join. ()
59. In Google Meet, you can click on the meeting link and wait until the organizer approves your request. ()
60. Databases are a collection of data and information that are not related to each other. ()
61. Databases are information stored and managed manually using dedicated programs and applications. ()
62. A database is an organized collection of data related to a specific subject. ()
63. Databases are used to save student data in school. ()
64. We use databases to track inventory in stores. ()

- 65 .It is difficult to use databases on websites.()
- 66 .A data table is a non-essential element in building databases() .
- 67 .A data table is the only source of data within a database.()
- 68 .In a data table, each row represents more than one record of data .()
- 69 .We use Microsoft Access when we have a large amount of complex data() .
- 70 .We use the "Design View" of the table to write the names of the table fields and determine the type of data() .
- 71 .We use the "Data View" of the table to enter and display the table data() .
- 72 .We determine the type of data for the student name field as "Text" to perform calculations on it()
- 73 .We specify the type of the data of the degrees fields as "Number" to perform a calculation on it() .
- 74.In the database table, we must specify for each column the type of data it contains () .
- 75 .The primary key field is used to uniquely identify each record in the table.()
76. The primary key value can be repeated within the same table. ()
- 77 .Advantages of using databases are provide the efficiency, accuracy, and organization.()
- 78 .Databases don't provide the analysis of big data and the extraction of knowledge.()
- 80 .The "Excel" program is used to perform simple mathematical operations.()
- 81 .The "Word" program is used to build a complex data structure.()
- 82 .When creating a table on "Access" through "Table Design", you enter and display the table data.()

3- Complete the missing parts using the words between the brackets:

(Google Meet - hand icon - Stop sharing - In- call messages - Google Meet link)

1. When you finish sharing your screen, click on.....
2. You can communicate with attendees by clickingthe icon.
3.is a video conferencing service developed by Google.
4. You can access Google Meet by clicking on the.....

5. To express your opinion during a Google Meet meeting, click on the.....

2/ (Cloud storage service - cloud backup services - messaging applications - e-learning platforms - an internet connection)

1. We use such as WhatsApp and Telegram, to communicate and share files and photos.
2. We use..... to access educational materials and interact with teachers and students, such as the Ministry of Education platform.
- 3..... is storing files and folders over the internet.
4. We needto obtain cloud computing services.
5. We use..... to protect our data from loss in case any damage happening to our devices.

3/ (Hacking/ Spam - @ Sing - Google account – User name – digital – Gamil – Speed/ Ease – user name / password)

- 1provides service for creating email.
- 2 .Email is one of thecommunication tools.
3.is the part that located at the beginning of the email address.
- 4separates the user name from the email server used.
5.is used to access email on Google.
6. From advantages of using email are.....and.....
7. From drawbacks of using email are.....and.....
8. A Google account consists of a..... and a.....

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C. Google Account

d. a specific program

57 .One of the advantages of using the Google Meet application is the ability to.....

a. make group calls

b. edit images

C. play games

d. delete file

58 .You share your screen with your colleagues during a Google Meet meeting by clicking on "..... ." icon.

a. Share Screen

b. Hand

C. Save

d. Copy

59 .You can stop sharing the presentation with your colleagues during a Google Meet meeting by clicking on.....

a. Stop sharing

b. Save link

C. Stop installation

d. Turn off the microphone

60 .Click on the "..... ." icon to ask to speak during the Google Meet meeting.

a. Hand

b. Camera

C. Microphone

d. Message

1are a collection of organized and related data and information.

a. Databases

b. Records

c. Documents and images

d. Numbers

61 .All of the following are advantages of using databases except.....

a. efficiency

b. accuracy

c. organization

d. difficulty in accessing data

62 ."Big Data" issets of data.

a. small

b. medium

c. tall

d. huge, organized and unorganized

63 .The "Data Table"

a. is an essential element in building databases

b. is a secondary element in building databases

d. consists of rows only

c. is an unnecessary element in building databases

64 .The correct way to save a Data Table in "Access" is by clicking on..... icon.

a. "New"

b. "Create"

c. "Start"

d. "Save"

65 .The correct way to enter and display "Data Table" in "Access" is through....."

a. Design View

b. Table design

c. Datasheet View

d. Screen View

66- A database is a collection of.....

a. books

b. data and information

c. images

d. applications

67-..... is one of the Office package programs that enables you to create a database.

a. Word

b. Paint

c. Access

d. PowerPoint

68- Databases are used in hospitals to store.....

a. books

b. patient's medical records

c. movies

d. clothes

69- You can use..... program in preparing your CV or writing reports.

a. Excel

b. Word

c. PowerPoint

d. Access

70- Which program is more suitable for handling large amounts of complex data?

a. Microsoft Word

b. Microsoft Excel

c. Microsoft Access

d. Notepad

71- Microsoft Access is part of the.....

a. Adobe Suite

b. video conferencing

c. Google Docs

d. Microsoft Office Suite

72- You can use databases in..... such as analyzing big data and extracting knowledge.

a. data analysis

b. data breach

c. data theft

d. data encryption

73- Big Data refers to.....

a. small data sets

b. simple data

c. very large and complex data sets

d. images and videos

74- The advantages of using databases include.....

- a. organization b. efficiency c. security d. all of them

75- A spreadsheet consists of.....

- a. rows and columns b. books and pages
c. text and images d. files and folders

76- The first step when creating a database in Microsoft Access is to.....

- a. open a spreadsheet b. create a new document
c. open the Access program d. write a report

77- A..... in a spreadsheet represents a specific field of data.

- a. row b. column c. line d. menu

78- The "ID" field in the "Students Grades" table is chosen as the Primary Key because.....

- a. it is the first field b. it stores the student's grade
c. it uniquely identifies each student d. it is a text field

79- To enter and view the table data, choose "View", then choose.....

- a. Datasheet View b. Design View c. Database Tools d. Degree View

21- The Table Design window in Access allows you to....

- a. save files b. write the fields names
c. print documents d. browse the web

80- To return to the design mode from "View", select....

- a. Home b. Datasheet View c. Primary Key d. Design View

81- Big Data is very large and diverse sets of..... data that continue to grow significantly over time.

- a. structured b. unstructured c. semi-structured d. all of them

82- The Primary Key in a database table is used to.....

- a. sort data alphabetically b. identify each record uniquely
c. store images d. generate reports

2- Put (✓) or (X):

- 1. Email is one of the cloud computing tools. (✓)**
- 2. An email address consists of two main components: the user name and the domain name.(×)**
- 3. Email is one of the direct communication tools.(×)**
- 4. The symbol @ separates the user name from the domain name.(✓)**
- 5. The user name is located at the end of the email address.(×)**
- 6. To create a Google Account, you need to provide your first name, last name, and username.(✓)**
- 7. Gmail, Yahoo Mail, and Hotmail/Outlook are examples of free email service providers.(✓)**
- 8 . In email, the user name can be repeated by anyone else.(×)**
- 9. You must create a Google Account to access Gmail services.(✓)**
- 10. From disadvantages of using email is the high cost.(×)**
- 11. Sending and receiving messages through email is very quickly.(✓)**
- 12. From advantages of using email to receive fraudulent messages.(×)**
- 13. Email is free in most cases.(✓)**
- 14. Emails sent through Gmail are completely secure and cannot be hacked.(×)**
- 15. It is necessary to check and confirm your email address when creating a Google Account.(✓)**
- 16. When setting an e-mail password, make sure it is easy to guess.(×)**
- 17. In your Gmail, you can change the language into Arabic.(✓)**
- 18. A Google account allows access only to Gmail but not YouTube. (×)**
- *. Cloud computing can be used in multiple fields such as education, health, and entertainment .(✓)**
- 19. Cloud computing works on processing data easily.() ✓**
- 20. You cannot collaborate and communicate with others using cloud computing.(×)**
- 21. Google Drive and OneDrive are examples of cloud storage services.(✓)**

22. Cloud computing cannot be used for data backup.(×)
23. Google Docs and Microsoft Word Online are cloud-based word processing programs . ✓
24. Cloud computing does not support e-learning platforms (×)
25. Video streaming services like YouTube are examples of cloud computing applications.(✓)
26. Cloud computing is not used in healthcare services (×)
27. Google Classroom and Microsoft Teams are used for playing games with others .(×)
28. Amazon Web Services, Microsoft Azure, and Google Cloud Platform are famous cloud computing service providers. (✓)
29. Google Sheets and Microsoft Excel Online are used to organize, analyze data, and create charts.(✓)
30. To obtain cloud computing services, create an account with a service provider. (✓)
31. Cloud computing is a model for providing digital services over the internet.(✓)
32. An internet connection is required to access cloud computing services.(✓)
33. Cloud storage services allow users to store files and folders online .(✓)
34. Cloud computing requires high-specification hardware to be accessed .(×)
35. Cloud computing services can be accessed from anywhere with an internet connection.(✓)
36. Using cloud computing does not reduce material costs for users.(×)
37. Gmail, Outlook, and Yahoo Mail are examples of cloud email services ✓.
38. Social networking platforms like Facebook and Twitter do not use cloud computing. (×)
39. The Google Meet application can be used to share files. (×)
- 40 .The Google Meet service allows users to create collaborative projects ✓
- 41 .You can turn off the audio during a "Google Meet" meeting by clicking on "Turn off the microphone".(✓)
42. You can access a Google Meet meeting through the meeting link. (✓)

43. Google Meet is a video conferencing service developed by Google. (✓)
44. To access Google Meet, you must have a Microsoft account. (×)
45. Google Meet allows users to make video calls and share screens in real time. (✓)
46. You can access Google Meet from a PC via the link <https://meet.google.com>. (✓)
47. The Google Meet app is available for download on iPhone via the Google Play Store. (×)
48. To create a meeting in Google Meet, you must first click on the "Join meeting" button. (×)
49. Google Meet provides an option to create a meeting for a later time ✓.
50. When invited to a Google Meet session, you can join by clicking on the provided link. (✓)
51. It is acceptable to share the Google Meet link with others without asking the meeting owner's permission. (×)
52. During a Google Meet meeting, participants should turn off their microphones when someone else is speaking. (✓)
53. You can send messages to participants during a Google Meet session using the "In-call messages" icon ✓.
54. The first step to start an instant meeting on Google Meet is to send the meeting link to the participants. (×)
55. Google Meet does not allow users to share their screens during a meeting. (×)
56. The "Stop sharing" option in Google Meet is used to end the screen sharing during a meeting. (✓)
57. Raising your hand in a Google Meet session helps organize the discussion and ensures smooth communication. (✓)
58. Meetings on Google Meet require participants to be in the same location to join. ×
59. In Google Meet, you can click on the meeting link and wait until the organizer approves your request. (✓)
60. Databases are a collection of data and information that are not related to each other. (×)

- 61 .Databases are information stored and managed manually using dedicated programs and applications (×)
- 62 .A database is an organized collection of data related to a specific subject .✓
- 63 .Databases are used to save student data in school . ✓
- 64 .We use databases to track inventory in stores.() ✓
- 65 .It is difficult to use databases on websites.() ×
- 66 .A data table is a non-essential element in building databases() . ×
- 67 .A data table is the only source of data within a database. ✓
- 68 .In a data table, each row represents more than one record of data . ×
- 69 .We use Microsoft Access when we have a large amount of complex data ✓ .
- 70 .We use the "Design View" of the table to write the names of the table fields and determine the type of data() . ✓
- 71 .We use the "Data View" of the table to enter and display the table data. ✓
- 72 .We determine the type of data for the student name field as "Text" to perform calculations on it.() ×
- 73 .We specify the type of the data of the degrees fields as "Number" to perform a calculation on it() . ✓
- 74.In the database table, we must specify for each column the type of data it contains✓
- 75 .The primary key field is used to uniquely identify each record in the table.(✓)
76. The primary key value can be repeated within the same table. (×)
- 77 .Advantages of using databases are provide the efficiency, accuracy, and organization.(✓)
- 78 .Databases don't provide the analysis of big data and the extraction of knowledge.×
- 80 .The "Excel" program is used to perform simple mathematical operations.(✓)
- 81 .The "Word" program is used to build a complex data structure.(×)
- 82 .When creating a table on "Access" through "Table Design", you enter and display the table data.(×)

3- Complete the missing parts using the words between the brackets:

(Google Meet - hand icon - Stop sharing - In- call messages - Google Meet link)

1. When you finish sharing your screen, click on..... Stop sharing
2. You can communicate with attendees by clicking In- call messages ...the icon.
3. ... Google Meetis a video conferencing service developed by Google.
4. You can access Google Meet by clicking on the... Google Meet link
5. To express your opinion during a Google Meet meeting, click on the..... hand icon.....

2/ (Cloud storage service - cloud backup services - messaging applications - e-learning platforms - an internet connection)

1. We use messaging applications..... such as WhatsApp and Telegram, to communicate and share files and photos.
- 2 .We use..... e-learning platforms to access educational materials and interact with teachers and students, such as the Ministry of Education platform.
- 3..... Cloud storage service .. .is storing files and folders over the internet.
4. We need ... an internet connection..to obtain cloud computing services.
- 5 .We use..... cloud backup services to protect our data from loss in case any damage happening to our devices.

3/ (Hacking/ Spam - @ Sing - Google account – User name – digital – Gamil – Speed/ Ease – user name / password)

- 1 Gamilprovides service for creating email.
- 2 .Email is one of the digitalcommunication tools.
3. ... User name ...is the part that located at the beginning of the email address.
- 4 @ Singseparates the user name from the domain name.
5. ... Google account.....is used to access email on Google.
6. From advantages of using email are..... Speedand..... Ease
7. From drawbacks of using email are..... Hacking.....and..... Spam
8. A Google account consists of a..... user name and a..... password